



Center for Teaching and Learning Resource Guide for Faculty

Spring 2008

ACADEMIC CALENDAR

Spring 2008

Jan 21	(M)	Martin Luther King, Jr. Day
Jan 23	(W)	First Day of Classes
Feb 18	(M)	Presidents' Day - No Classes
Feb 25 - Mar 1	(M-S)	Spring Break - No Classes
Mar 3-8	(M-S)	Mid-term Examinations
Mar 18	(T)	Thursday Classes Meet
Mar 20-24	(R-M)	Easter Recess - No Classes
Mar 26	(W)	Monday Classes Meet
Apr 9	(W)	Last Day to Withdraw from Classes or Apply for Pass/Fail Option
May 1	(R)	Ascension Thursday - No Classes
May 6	(T)	Last Day of Classes
May 7	(W)	Study Day
May 8-14	(R-W)	Final Examinations

Fall 2008

Aug 27	(W)	First Day of Classes - Monday Classes Meet
Aug 30	(S)	No Classes
Sept 1	(M)	Labor Day - No Classes
Oct 13	(M)	Columbus Day - No Classes
Oct 14-20	(T-M)	Mid-term Examinations
Nov 1	(S)	All Saint's Day - No Classes
Nov 3	(M)	Last Day to Withdraw from Classes or Apply for Pass/Fail Option
Nov 4	(T)	Election Day - No Classes
Nov 26-30	(W-U)	Thanksgiving Recess - No Classes
Dec 3	(W)	Last Day of Weekday Classes
Dec 4-5	(R-F)	Study Days
Dec 6	(S)	Last Day of Saturday Classes
Dec 8	(M)	Feast of the Immaculate Conception - No Final Examinations
Dec 9-15	(T-M)	Final Examinations
Jan 7-8	(W-R)	Make-up Examinations for Fall 2008

CLASS MEETING TIMES

STANDARD DAY SESSION MEETING TIMES			
	Monday-Wednesday-Friday		Tuesday-Thursday
1	7-7:55 a.m.	1	7:35-9 a.m.
2	8-8:55 a.m.	2	9:10-10:35 a.m.
3	9:05-10 a.m.	3	10:45-12:10 p.m.
4	10:10-11:05 a.m.	4	12:10-1:30 p.m. – Common Hour*
5	11:15 a.m.-12:10 p.m.	5	1:30-2:55 p.m.
6	12:20-1:15 p.m.	6	3:05-4:30 p.m.
7	1:25-2:20 p.m.	7	4:40-6:05 p.m.
8	2:20-3:25 p.m.		
9	3:25-4:30 p.m.		

***Common Hour** is a regularly scheduled block of time during which no classes are held and members of the University community are, therefore, available to share in other activities. The goal is to promote involvement in the community life of the University.

ID CARDS

The University's ID cards, called StormCards, are issued in the StormCard Office. On the Queens campus the office is located in the ROTC building outside of Gate 6. For information on when this office is open, please call ext. 6257. On the Staten Island campus the office is located in Spellman Hall room 116 and can be reached at ext. 4487. Cards are only issued after you have signed a contract and your employment information has been entered into (UIS) Banner, the University's administrative computing system. You will need to have a StormCard in order to log on to the St. John's Computer network, to use your St. John's email, and to trigger the egress arms at the gates in order to exit campus in your car at off hours.

COMPUTER PASSWORD AND EMAIL

All of your employment paperwork (including your contract) must be signed and delivered to Human Resources (HR) as soon as possible. Once your employment information has been entered into (UIS) Banner (they will not enter you into (UIS) Banner until they receive all of your paperwork), then a login id (first 7 characters of your last name and first initial of your first name is the standard -- for example, SMITHA) and password (initially your 8 digit number on your StormCard preceded by S (Capital) j (lower case), e.g. Sj12345678) will be automatically generated. This will allow you to log on to any academic computer on campus and also to access St. John's Central, the University's web portal, from on and off campus computers. In addition, your email address will be automatically generated at the same time. The format of your email address is login id@stjohns.edu (for example, SMITHA@STJOHNS.EDU). Tutorials on usernames and passwords can be found at <http://www.stjohns.edu/faculty/portable/tutorials>

If you have submitted all of your paperwork and do not have network login access, please check with your department secretary first to ensure that paperwork has been sent to HR. If it has, then check with HR at ext. 2787 to see if your information has been entered into (UIS) Banner. If so, please call ext. 6402 on the Queens campus, or ext. 4599 on the Staten Island campus, for help with accessing your account.

LOG IN TO UIS WEB SELF-SERVICE

UIS is the University's administrative computing system and is the system you use to record grades. Your X number from your pay stub or your social security number is your User ID and your initial PIN is your birthday (mmddyy).

ST. JOHN'S CENTRAL

St. John's Central is the University's web portal. When you are given an email address, you will also be given a personal web page on St. John's Central. To access it, go to <http://www.stjohns.edu/central/> and enter your email user name and your (UIS) Banner pin/password. Once you gain access to your page, you can click on the "My Courses" tab at the top of the page. This will provide you with quick, at-a-glance information about your current class schedule. You have a course home page for each of your classes; it is customizable by the instructor and viewable by the students. The course home page provides convenient and always up-to-date email access to students; you can easily email all your students at one time. St. John's Central also provides convenient access to University information and announcements. Through the "Groups" tab, you can request a page to enable communication of a faculty committee, student group or research team. The page can be restricted to group members or be available to the entire University community. If you need information on using St. John's Central, call the E-Studio at ext. 6402, on the Queens campus and call the CTE at ext. 4599, on the Staten Island campus.

EMERGENCY SCHOOL CLOSING NOTIFICATION

In the event it becomes necessary to close the University because of an emergency such as hazardous snow conditions, notice of such a closing will be broadcast on area radio and television stations, including WCBS 880 AM and WINS 1010 AM. The policy of the above radio stations is to make the school closing announcements as early in the day as possible, usually beginning around 5 a.m., and to repeat the notification numerous times during the broadcast day. In addition, a message regarding a closing or delayed opening will be available by calling **1-888-STJ-2499** and on the website, www.stjohns.edu.

PARKING ON CAMPUS

On the Queens campus, the Public Safety Office is located in the ROTC building outside of Gate 6, and in Spellman Hall on the Staten Island campus. After proper verification of their status with the University (current ID card), faculty members are issued a "Faculty Parking Permit." An approved "Handicapped" permit issued by recognized authority will be honored on all STJ campuses. If you require additional information call the Department of Public Safety ext. 6281 on the Queens campus and ext. 4487 on the Staten Island campus.

SECRETARIAL ASSISTANCE

In most cases, secretarial assistance for the reproduction of exams and other course materials is available in the office of the department which offers the course(s) you are teaching. It is important to hand in these materials **well in advance** of when you will need them, to give the staff ample time to prepare them.

MAILBOXES

For those teaching on the **Queens campus** in St. John's College and the School of Education, mailboxes are provided for faculty in departmental offices. For the other colleges, mailboxes for all faculty are in one of the college's offices, for the Tobin College of Business this is in the

Chair's office suite, Rm. 391 Bent Hall; for the College of Professional Studies full-time faculty and adjuncts teaching day courses, Rm. 268 Bent Hall and for adjuncts who teach in the evening and on weekends, Rm. 113 Bent Hall; for the College of Pharmacy and Allied Health Professions the Dean's office Rm. 171 St. Albert Hall.

For those teaching on the **Staten Island campus** in St. John's College and the School of Education (undergraduate), mailboxes are located in DaSilva Hall on the 3rd floor; for the School of Education (graduate) in DaSilva Hall on the 2nd floor, for the Tobin College of Business in Spellman Hall, and the College of Professional Studies in Rosati Hall.

AVAILABILITY OF SUPPLIES

Chalk, whiteboard markers, and other supplies you might need for class are available from the departmental secretary.

FACULTY ABSENCES

If you become ill or must miss a class for any reason, contact your Chair as soon as possible. If it is a planned absence, contact your Chair to make arrangements to have your class covered.

CONVERSATIONS ON TEACHING

This link explore some of the basic issues in teaching at the college level:

<http://stjohns.edu/academics/centers/teach/conversations>

ESSENTIAL UNIVERSITY SERVICES

<http://new.stjohns.edu/academics/centers/teach/essunivser.stj>

Academic Disciplinary Procedures

<http://www.stjohns.edu/campus/handbook/chapter6/regulations/discipline.stj>

Academic Honor Pledge

<http://www.stjohns.edu/academics/provost/excellence/integrity>

Assessment

<http://www.stjohns.edu/academics/provost/assessment>

Campus Ministry

<http://www.stjohns.edu/about/vincentian/ministry>

eStudio

<http://intranet.stjohns.edu/tools/cte>

Human Resources

<http://intranet.stjohns.edu/resources/hr>

Institutional Research

<http://www.stjohns.edu/about/ir>

Libraries

<http://www.stjohns.edu/academics/libraries>

Office of Grants

<http://www.stjohns.edu/academics/centers/grants>

Vincentian Center

<http://www.stjohns.edu/about/vincentian/center>

FOR THE UNABRIDGED VERSION OF THE FACULTY RESOURCE GUIDE GO TO THE CENTER FOR TEACHING AND LEARNING'S WEBSITE AT

<HTTP://STJOHNS.EDU/ACADEMICS/CENTERS/TEACH> ON THE RIGHT HAND SIDE YOU WILL FIND *FACULTY RESOURCE GUIDE* LINKS.